



## DRAFT Record of Meeting

SRF No. 11993/12499

**Location:** Iowa DOT – Ames Materials East Conference Room  
**Client:** Iowa Department of Transportation  
**Date:** September 19, 2019  
**Subject:** Work Zone Council Meeting  
**From:** SRF Consulting, Inc.

### Purpose of Meeting:

HDMT has approved the formation of a Work Zone Council to provide overarching leadership and direction of work zone activities throughout the state. The activities of the Council will promote establishing principles of improving mobility and safety impacts created by work zones, improve communication and coordination of these efforts, and foster innovation and participation by field operations personnel.

The main goals of this meeting are:

- Introduce the Work Zone Council
- Review Council membership and function
- Focus on participation of operations personnel

### Summary of Meeting:

#### Welcome and Introductions - Scott & Charlie

This work zone council was formed after an investigation into how the Iowa DOT is organized and evaluating how all the work zone groups interact with each other.

We're excited to begin this council so that we can expand our work zone knowledge and information sharing between all the functional groups. This council will provide a broader view of what is each of the work zone groups are working on and add structure to allow for a pathway to quicker decision making by having all the decision makers together in one room. This meeting will be a place where ideas can get birthed and implements and onto the correct pathways.

## **Overview and Introduction of the Council - Dan**

- **Review of articles of incorporation**
  - Quarterly meetings beginning in January 2020.
  - These are scheduled for 1.5 hours, but we should be able to get these done in an hour.
  - 3<sup>rd</sup> Thursday of the month
  
- **Membership**
  - We want to have District Representation a DCE, a RCE, Maintenance, and Field representative.
  - Since these meetings will also be on Skype there is not an issue if multiple people from the Districts join.
  - Update the membership matrix to correctly reflect MVE, they should be moved from “friend of the council” to “member of the council.”

## **New Work Zone Technique Process - Dan**

This new process will provide an opportunity for people to bring forth innovative ideas for work zones. For example – flaggers without pilot cars, this would be warranted to bring to the council as a presentation for the council. Discussion:

- How do we include local agencies and industry in this? Do they need a rep on the council? Typically, local agencies and industry are involved through the RISC group which is where the pilot car items came from.
  - Add local systems engineer as champion.
  - County or city should be “friends of council” or a “member of the council.”
- This new process gives innovative ideas structure and a formal process to bring ideas forward and determine if a small testing period is adequate or if a large research effort is needed – all of that can be decided early. This also gives the initiative a project champion, so someone is there to see it from start to finish.
- When asked “how do we get this idea in front of you at the Iowa DOT?” We now have the structure and a process to look at all these items.

## **Portable Signals to Replace Flaggers (Example of New Work Zone Technique) - Dan**

This idea was originally brought up at the Highway Division Management Team meeting. In District 5 they used a countdown signal for flagger operations – it worked well. In this area there was also a horizontal and vertical curve, so you could not see the oncoming traffic; the countdown kept the drivers’ attention until it was their turn.

We are not deciding on this today – this is just information sharing. A report/investigation is underway to determine if the MUTCD will allow Iowa DOT to experiment and there should be an update by the next meeting.

### **Information Sharing Workshop - Wes**

This two-day workshop being held December 3rd and 4th at the Gateway Conference Center in Ames, Iowa will bring together field and design personnel from across the state to collaborate, share, learn, and begin working towards closing the feedback loop between field staff and project designers. The workshop will promote innovation while providing learning experiences through presentations from all six Districts, Maintenance, Design, Office of Bridge, and others.

We are looking for more involvement from Maintenance- currently only District 5 has maintenance signed up. We have strong internal participation for both presentations and RSVPs for guests.

- Mitch Dillavou's office sent out the original invite in August.
- The invite and RSVP link will be sent out again first week of October.

### **Work Zone Safety Award – Wes**

The First Annual Construction Work Zone Safety Awards are intended to recognize 2019 Iowa DOT construction projects for outstanding performance in the areas of work zone safety and traffic control. Award recipients include Iowa DOT project personnel and contractor's employees.

These awards will be presented along with the APAI Smoothness Awards and the Concrete Paving Smoothness Awards, in association with the Asphalt Pavement Association of Iowa and the Iowa Concrete Paving Association. The awards will be presented at the Greater Iowa Asphalt Conference and the Iowa Concrete Paving Association Workshops in early 2020.

Projects will be selected from the following categories:

1. High Volume Multilane Long-Term Stationary (10,000 ADT or more) project where the traffic control is installed and stays in place, except for major traffic or staging switches, for the duration of the project.
2. High Volume Multilane Short-Term Stationary (10,000 ADT or more) project where the traffic control is installed and reinstalled daily. Examples of these types of projects include HMA overlay, HMA mill and fill, patching, joint sealing, and micro surfacing projects.
3. Low Volume Primary Long-Term Stationary (less than 10,000 ADT) project.
4. Low Volume Primary Short-Term Stationary (less than 10,000 ADT) project.

A Special Award may also be presented. Often, there are project submittals, which do not fit well into a category; sometimes there are two extremely outstanding projects in one category which both deserve recognition. The Special Award recognizes cases such as this. The Special Award may not be given out every year or there might be more than one Special Award in a given year. You will not see a special category on the submittal form for this award; the selection criteria will be the same as the existing four categories.

This award was modeled after the MN DOT project awards that have been given out since 1989. Iowa Districts, Industry, and Contractors should be awarded for their excellent work.

The award information was originally sent out to the District Construction Engineer's to make nominations, but nominations can come from anyone and sent through the DCE's.

- The Safety Award application will be added to the Iowa DOT Work Zone Reference Library online.
- The Safety Award application will be sent out again in early October 2019 from Wes's office re-highlight this once the construction season is coming to an end. The DOT wants to highlight the successes on work zones this award will include the district, the designer, the prime contractor, the TTC contractor etc.

### General Items - Discussion

Each meeting will also include:

- An update from each work zone group.
- An update on Work Zone Incidents.
- Specs and spec enforcement and penalty with the contractors.
- An update from the work zone review team – what have they seen lately.
- Real time operations discussions – is a useful discussion. This council should assign to a group to follow up on.

### Adjourn

This is exciting – thanks you for your participation and for engaging in these topics for both the DOT and the people we serve.

All meeting minutes from these meetings will be posted to the Work Zone Reference Library on the Iowa DOT website. Anyone will be able to go back to review the meeting notes and reach out to a committee member if they have comments or questions on any of the items from these meetings.

### Upcoming Events

September 30<sup>th</sup> and October 1<sup>st</sup> Traffic Incident Management Conference with MVE.

### Future Meetings

- January 17, 2020
- April 16, 2020
- July 16, 2020
- October 15, 2020

### Actions Needed:

Actions Needed	Responsibility
Update the Work Zone Council Organization Chart: Add local systems engineer as champion. County or city should be “friends of council” or a “member of the council.”	SRF

<p>Information Sharing Workshop: The invite and RSVP link will be sent out again closer to the event date.</p>	<p>Bureau of Construction and Materials</p>
<p>Safety Award Application: Add to the Iowa DOT Work Zone Reference Library online. Send out again in early October 2019 from Wes's office re-highlight this once the construction season is coming to an end. The DOT wants to highlight the successes on work zones this award will include the district, the designer, the prime contractor, the TTC contractor etc.</p>	<p>SRF &amp; Bureau of Construction and Materials</p>
<p>Schedule 2020 meetings</p>	<p>SRF</p>